

14 December 1973

MEMORANDUM FOR THE RECORD

25X1 FROM: [REDACTED]

SUBJECT: Minutes of the Committee Meeting on an Office  
of Communication World-Wide Calibration Program

1. The committee held its first meeting at OC-E/ESD/TSB,

25X1 [REDACTED] on the 15 November. In attendance were:

25X1 [REDACTED]

2. The first item of business was to allow each member to express their general feelings on the subject. There was a unanimous agreement that the Office of Communications lacks, especially overseas, an effective and manageable calibration program; however, there were different opinions to what degree how serious the problem was. It was brought to the attention of the committee that a number of Office of Communications employees had previously tried to establish a similar program but to no avail. Naturally, this brought up the questions: Has it been a past problem? Is it a present problem? Or is it a future problem. Consensus was: yes, it has been a past problem (but not very serious); yes, a present problem because of higher accuracies required of present communications equipment; definitely yes a future problem because of more demanding accuracies.

3. Other subjects that were raised were, to what degree of calibration should we try to maintain? Should all test equipment have a regular cycle of calibration? Could the calibration cycle be extended if there was a program of preventive maintenance? Who establishes the calibration cycle of the equipment? What about old test equipment which probably would need many modifications before it could be properly calibrated? Would it be more economical to replace the old test equipment with newer solid state instruments (some of which are self calibrating)? Should a different approach on the purchasing of future test equipment be considered; one instrument which will make many measurements - such as the Tektronix 7000 series of oscilloscopes which have a counter, digital multimeter, spectrum analyzer and TDR plug-in? Why not use Hewlett Packard and Tektronix facilities that are available around the world for repair and calibration? A consideration that at least two committee members make a tour of the areas to obtain a more in-depth understanding of the problem was raised.

4. From the vast number of questions which were brought out, it was obvious that a conclusive study could not be conducted and recommendations made in the time frame as outlined on the Office of Communications action plan. Therefore, it was the consensus that we should ask for a 45 to 60 day extension on the final report to Chief, OC-E.

5. Since we had not received all of the calibration questionnaires from the field, we did not discuss the variety of calibration possibilities which might be appropriate to the different areas.

6. It was suggested and agreed that future meetings should be arranged through formal correspondence because of the committee's membership commitments and responsibilities to their own offices.



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